

<p style="text-align: center;"><b>CM/ECF</b></p> <p style="text-align: center;"><b>External User's Guide</b></p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter I</p> <p style="text-align: center;">Getting Started</p>
	<p>Section 2</p> <p style="text-align: center;">Attachments to Documents</p>

Generally, **one** PDF file should be submitted for all imaged documents, which should include the document being filed plus any additional information.

However, there are a few instances in which appending an Attachment to the primary document will be necessary. The following guidelines will apply:

- ◆ **Unusually large PDF files** - Images exceeding 50 pages of scanned black and white standard text (approximately 3 MB of data) must be broken down into smaller sizes.  
  
For example, a document of 180 pages must be broken down into three 50-page images and one 30-page image. The court also recommends that these images be named in sequential order; the first attachment could be "Smith 05-12345 Attachment 1 of 5.pdf", the second could be "Smith 05-12345 Attachment 2 of 5.pdf", the third could be "Smith 05-12345 Attachment 3 of 5.pdf", etc.
- ◆ **Additional required documents** - Depending upon the software being used and/or the document being filed, some items are appended to PDF images as Attachments.  
  
For example, the following are appended as an Attachment; Local Form 4 (which must accompany Amended Schedules), the Adversary Cover Sheet (which must accompany each adversary complaint).
- ◆ **Other** - Some documents must be kept separate from the primary document for clarity. These should be infrequent. Some examples include an Appendix, an Exhibit, an Affidavit, a Supplement, or an additional Volume.

In these instances, there will be more than one PDF file associated with a docket entry. All Attachments must still be filed in PDF format even though they are separate from the primary document. They can be created by either scanning the paper or by conversion from a word processor.

***NOTE*** - Pursuant to Administrative Order, previously filed bankruptcy court documents must not be re-filed. Instead, the filer should provide reference to a prior submission (docket number, file date, and/or a description). Also, be advised that PACER subscribers incur additional viewing charges for each Attachment.

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- STEP 1      Scan the attachment(s) or convert to PDF format. *Refer to Chapter I, Section 4 "General PDF Instructions All Versions of Acrobat".* If you have multiple exhibits to attach to a document, the court recommends that they be scanned all at the same time and saved them under one PDF filename (or be broken down into multiple smaller size files.
- STEP 2      During the docketing process, the **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify that you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. In our example, there are attachments to this document so click the **Yes** radio button.
- ◆ Click **Next**.

**NOTE** - When more than one attachment is added, the screen format changes to accommodate the information. See the screen shot on the next page for an example being filed with multiple attachments.

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**STEP 3      Select one or more attachments** - The selection screen for attachments will appear.

**Select one or more attachments.**

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

G:\CM-ECF Implementation\CM-ECF Co

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2) Select a document type and/or enter a description.

**Type** **Description**

Exhibit

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

G:\CM-ECF Implementation\CM-ECF Common Docs\CM-ECF TEST DOCS\zBlank Test Document - 2 of 3.pdf

- Section 1) **Enter the PDF document that contains the attachment** - To obtain the first of three example attachments, click **Browse** and navigate to the directory where the appropriate PDF file is located. Each selection **MUST** be opened and viewed prior to attaching to ensure it is the correct image.
- Section 2) **Select a document type and/or enter a description of the attachment** - These fields identify the attachment with descriptive information.
- ◆ Click on the drop down list to reveal the **Type** and/or fill in the **Description**. At least one field must be entered. Some examples include Deed of Trust, Partnership Agreement, Contract, etc. In this sample, a third Exhibit of county court records is being attached.
- Section 3) **Add the file name to the list below** - Click **Add to List** each time an attachment is to be added. In this example, one attachment is already added, and a final attachment will be added after clicking on **Add to List**. Click **Next**.

*If for any reason you wish to return to the prior screen, navigate with the browser's back button.*

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STEP 4      Proceed with docket entry. At **Docket Text: Final Entry**, each attachment will have it's own document number, and can be viewed from a hyperlink on the Notice of Electronic Filing or from a Docket Report.